

**HIGHLAND RESCUE TEAM AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
Highland Station – 317 South Lookout Mountain Road
August 26, 2013**

THE MEETING WAS CALLED TO ORDER AT 4:02 p.m.

BOARD MEMBERS PRESENT: Robb Gair, presiding, Ed Daniels, Steve Carpenter, Jim Espy, and Wendy Henke

OTHERS PRESENT: Christina Shea, Barbara DeBoer, Chief Sharon Jones, and John Zima

ANNOUNCEMENTS none

MINUTES OF PREVIOUS MEETING approved as written

FINANCIAL REPORT: written report presented by Christina Shea.

Fee Revenue is above target. Billing for the month was \$32,183 which is good, anytime we are above \$25,000 we are doing well. Total expenses are below target.

Ed Daniels- What is the main reason we will be at \$301,000 cash balance vs. \$342,000 at the end of the year, is that due to Capital Items?

Christina Shea- Yes, capital expenditures.

Ed Daniels – Is this due to the grant matches?

Christina Shea- Yes. Based on the column of the 5 months estimated left to spend, we would end up with \$40,000 less cash, but we have added assets.

Ed Daniels- We will end up with \$40,000 less in the bank at the end of the year, but we will end up with a lot more assets that we got for 50 cents on the dollar.

Jim Espy- Where does the money for the assets come from then?

Robb Gair- We have the money in the bank.

Christina Shea- It will be coming out of the cash reserves.

Ed Daniels- What is really the right fund balance to have year over year. We don't really want it to erode, but we don't want to keep too much either.

Robb Gair- We had agreed on 6 months.

Christina Shea- Once you take out the capital items we are close to the 6 month mark.

Chief Jones- We don't anticipate going after a lot of grants next year. We have gotten the majority of all the capitol items we were hoping to get. Next year we are only looking at some chair stairs and radios.

Christina Shea- Chief and I worked on getting the 2014 budget started. We are on track. Numbers will be given to the Board by the October Board Meeting.

Robb Gair requested the Board get the budget a week prior to the meeting if possible.

Billing Report- report written by Jill Ridenhour and presented by Christina Shea

Transports look to be right on target

Christina- There are some positive Patient comments Jill wished to share this month.

CHIEF'S REPORT-written report given by Chief Sharon Jones

-July and August have both been busy.

-August orientation class is ongoing with 6 EMT's joining our team.

-Dispatching services- This has been an ongoing issue. Brian Zoril at Foothills is moving to Evergreen Dispatch because they are unhappy with Jeffco. It was suggested that we move also. Chief Jones does not want to do this for 2 reasons: Jeffco does not charge us, but Evergreen would. Evergreen is thinking \$8-\$30 per call.

Also there will be a delay for Foothills because all 911 will go to Jeffco and they will contact Evergreen who will dispatch Foothills. Evergreen is also on another radio frequency- we don't hear them, so I don't know how Foothills will handle this.

We can stay with Jeffco, it will all stay the same. Genesee is staying with Jeffco also.

-Seeking create grant for EMSAC and for EMT tuition

-October 5th open house "Highland Grill"

Wendy Henke- Why do we need to let the public know who we are?

Chief Jones- Donations

Barb DeBoer- We are required to get a certain amount of our budget from donations.

Robb Gair- I think it is key to get as much public awareness as we can.

Ed Daniels- if we need a mill levy in the future, we can't create that relationship and that kind of support overnight.

Chief Jones-I will be taking some time off. We will have a watch commander. The weekend supervisor program has been going very well.

Chief Jones- we have had several EMT's out fighting fires and it is creating revenue for us.

OLD BUSINESS

NEW BUSINESS

Board Member Communication

Barbara DeBoer distributed SDA Board Member Manuals to the Board. She reviewed the restrictions placed on Board member communications. Anytime there are more than 2 Board members discussing Board business, it constitutes a Board meeting and public notice is required and minutes must be taken and made available to the public. Posting requirements were reviewed as well as electronic communications. Electronic communications between Board members are treated the same way as meetings, so it was advised that Board members refrain from using the "reply all" option when they had questions regarding Board business.

Robb Gair- When Board members are signing checks and they have questions, the correct route is to go to the administrative staff first, then go to Chief or Board President if you still have concerns. And if you don't get answers that you like, put it on the next agenda.

Ed Daniels- As Board members we have the right to not sign a check.

Barb DeBoer- Absolutely. However, in this case, not signing the check would result in the exact thing the Board member was trying to avoid. It is good that the Board understand the process.

It was agreed by all Board members that the only time "reply all" would be used, was to communicate to each other if check signatures were still needed.

Proposed Hardship case

Robb Gair – Doesn't Jill have the power to decide this?

Chief Jones- But this is not what our policy states. Do you want these to come before the Board or do you want me to handle it?

Robb Gair- I think we only need to be involved if there is a controversy.

I would like to see a separate line item on Jill's monthly report – hardship write off.

The Board chose not to discuss this matter but to refer it back to the administration for resolution.

MEETING ADJOURNED 5:24

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